DOCUMENT RESUME

ED 122 652 HE 007 199

TITLE	Personnel Policy for the Faculty of Springfield College.
INSTITUTION	Springfield Coll., Mass.
PUB DATE	Oct 72
NOTE	17p.
EDRS PRICE	MF-$C.83 HC-$1.67 Plus Postage.
DESCRIPTORS	Academic Freedom; Academic Standards; *Administrative Policy; *College Faculty; Committees; Educational Objectives; Faculty Evaluation; Faculty Organizations; *Higher Education; Job Tenure; Leave of Absence; *Personnel Policy; *Private Colleges; Sabbatical Leaves; Salaries
IDENTIFIERS	*Faculty Handbooks; Springfield College

ABSTRACT

The 1972 edition of the Springfield College faculty handbook provides information to the faculty regarding the standards and purpose of the college; the college's definition of a faculty member; faculty classification, appointments, and employment agreement; academic freedom; salaries; evaluation; promotion; tenure; termination; leave policies; retirement; and faculty committees. (JMF)

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ED122652

PERSONNEL POLICY

FOR

The Faculty of Springfield College

Adopted by the Board of Trustees

October 19, 1972

This edition replaces all previously issued Faculty Personnel Policies which are hereby cancelled.

HE 007 199

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FACULTY PERSONNEL POLICY

October 19, 1972

Article 1. Purpose

a. The purpose of the Faculty Personnel Policy is to establish under the Bylaws of the College the policies governing the conditions of service (employment) of the faculty and their relationships to the College.

b. The relationship of the faculty, trustees, and corporators in the College organization is conceived as that of a partnership in achieving the educational and spiritual objectives of the College with differentiated functions and powers but united in a common cause.

c. It is recognized that legal authority and responsibility for the conduct of the College rest with the Board of Trustees of the College Corporation.

Article 2. Purpose and Standards of Springfield College

a. It is recognized that the Academic Dean is responsible for informing in writing the new faculty members concerning the philosophy of the College and the necessity for cooperating in the achievement of its objectives and developing the capacity to interpret the purposes and program of the College.

b. It is recognized that in the selection and retention of faculty members, the College will take into account an individual's intelligent and sympathetic interest in the spiritual and educational philosophy of the College as well as his competence and growth as a teacher and as a student in his particular field.

c. It is further recognized that Springfield College as an educational institution has a teaching function, a research or knowledge-expanding function, and a community service function. A member of the faculty shares these functions.

d. The College recognizes the importance of the personal and professional development of members of the faculty and seeks to encourage that development by such means as may be appropriate and possible.

Article 3. Definitions of Faculty and Faculty Member

a. There are two categories within the Springfield College faculty: Full-time and Part-time.

(1) Full time faculty are those who have academic rank and are employed under contracts for nine months or more for work at Springfield College in teaching and/or research. The Academic Dean, Librarian, Registrar, Chaplain and Dean of Admissions are considered full time faculty members but do not qualify for tenure in these positions. Members of the faculty recruited for administrative positions do not lose earned tenure as faculty members.

(2) Part-time Faculty are those who are employed under contracts for visiting or part-time teaching or research, and whose classification, as indicated in Article 4, Sections b and c, does not qualify them for the provisions of the personnel policy as would apply for full-time faculty.

b. All full-time faculty have voting privileges in meetings of the faculty.

c. For those eligible, a proxy vote may be submitted in cases of absences approved by the Dean of Academic Affairs. The proxy vote shall be written and handed to the Dean prior to the faculty meeting dealing with those issues in the published agenda.

d. All faculty benefits of Teaching Fellows, Research Assistants, and Adjunct Professors must be specified in writing at the time of appointment; this includes attendance and participation without vote at Faculty meetings.

Article 4. Classification

a. The full-time personnel are divided into the following ranks:

(1) Professor; (2) Associate Professor; (3) Assistant Professor; (4) Instructor

b. In addition, for classification and compensation of part-time personnel, the titles of Lecturer, Part-time Teacher, Teaching Fellow, Teaching Associate, Research Associate, and Adjunct Professor are used. In order to provide academic titles appropriate to the experience and academic background of visiting and part-time faculty, and of the ranks and titles in "a." above will be used with the word "Visiting" preceding. Such "Visiting" ranks or titles should be assigned on the same qualifications as

would be required for full-time appointments. Such "Visiting" ranks or titles do not imply full-time status nor the concomitant application of provisions of the personnel policy such as would apply for full-time faculty.

c. Following are the criteria which are to be used for classification.

(1) A professor shall hold the doctor's degree or shall have demonstrated exceptional achievement in his field of specialization with at least seven years of professional experience, of which at least two years have been in college work. "Exceptional Achievement" refers to such things as excellence not usually recognized by the traditional doctorate degree, outstanding leadership as measured by influence in the profession and upon students, creative innovations, special contributions, and evaluation by outstanding peers in the field.

(2) An Associate Professor shall have the doctor's degree or shall have demonstrated through generative activities* and other exceptional achievement such as national prominence reflecting merit on the College due to publishing, service to the profession through offices held in organizations at national and international levels, world officerships, perennial service to the community, state, nation, and world as a recognized consultant expert, or long-term recognition by students, faculty, administration and alumni of some inimitable and continuous contribution to the character of the College. In his field of specialization, he shall have at least five years of professional experience and at least two years must have been in college work.

(3) An Assistant Professor shall have the doctorate in process, indicated by written certification by some accredited institution authorized to grant the doctorate that it considers him a bonafide candidate for the doctorate, and shall have at least three years experience in the professional field of his speciality. After satisfactory service as an instructor at Springfield College or elsewhere certain other proofs of professional growth may for good cause be substituted for the "doctorate in process". These might be the certificate of advanced graduate standing or its equivalent designation, continued recognition of professional accomplishment, in generative activities* such as published writings, exhibited works, concerts and recitals performed, research and consultative services demanded, in the field of the faculty member's speciality. Both the phrases "for good cause" and "continued recognition of" require mutual agreement with the faculty member, the Dean of Academic Affairs, and the President.

*Generative Activities means "original, creative, uniquely personal contributions to the human estate".

(4) An Instructor shall have the Master's degree or equivalent.

(5) A Lecturer or Part-time Teacher shall have the Master's degree or specialized preparation which permits him to qualify for his particular assignment.

(6) A Teaching Fellow shall hold a Bachelor's Degree. He shall have teaching experience and be qualified to take full responsibility for classes. He shall be a graduate student at Springfield College.

(7) A Research Associate and Teaching Associate may be a graduate student or a special research or teaching appointee who is responsible to Springfield College for collaboration with a faculty member in the area of research or teaching.

(8) An Adjunct Professor is an outstanding leader in a field related to the purposes of the College who accepts a special appointment for lecturing, consultation, or research.

Article 5. Appointments

a. Appointments are made by the President upon recommendation of the Dean of Academic Affairs and the Academic Affairs Committee of the Board of Trustees subject to the approval of the Board. Prior to such recommendation, it is the policy of the President and the Dean of Academic Affairs to confer with the Director of the Division involved.

b. Reappointment of an individual member of the faculty of any rank who has not completed the five-year probationary period, is referred to in Article 14 (Tenure). Reappointment of an individual member of the faculty is at the discretion of the President in consultation with the Dean of Academic Affairs and the appropriate Division Director, and the Department Chairman, where a Department exists. Full-time faculty members not on tenure must be notified of their status not later than February 1 of their first year and not later than December 15, in subsequent years if they are not to be retained. It is understood that major changes in educational policy or program or a serious financial crisis requiring drastic budget reduction may modify this general policy of continuous service. After the letter of appointment for the sixth year has been issued, no formal notice of reappointment need be given. A contract indicating salary and

change (if any) in rank or responsibility, will be issued on or before March 25 to each member of the faculty. Contracts follow approval by the Board of Trustees.

Article 6. Employment Agreement

a. At the time of initial employment a copy of the Personnel Policy and of the Compensation Plan shall accompany the letter of appointment. The letter shall state the rank and/or title, the salary to be paid, the services to be rendered including the subject areas to be taught as determined by the Director of a Division or the administrative officer to whom the faculty member reports directly and other details which have been agreed upon and which are not covered in this policy. (e.g. Summer Sessions, Evening Programs, Freshman Camp) The acknowledged receipt of the letter and the acceptance of its conditions in writing constitute a faculty employment agreement.

b. It is recognized that the College has first claim on the working time of the individual. Certain outside employment may be considered so long as it is compatible with his responsibilities and the purposes of the College. All outside employment of a regular nature during the normal academic year must have the approval of the Director of a Division, Dean of Academic Affairs, and the President.

Article 7. Academic Freedom

The following statement of principles regarding academic freedom was formulated by joint conferences of the American Association of University Professors and was endorsed by the Association of American Colleges at a meeting in Pasadena on January 10, 1941. It is adopted by Springfield College as expressing its position on academic freedom.

a. The faculty member at Springfield College is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon prior understanding with the authorities of the institution.

b. The faculty member at Springfield College is entitled to freedom in the classroom in discussing his subject, but he should be careful to identify as his personal view any controversial matter which has no relation to his subject or which does not reflect the philosophy of the College. In the event there are limitations of academic freedom because of spiritual or other aims of the institution, these should be clearly stated in writing at the time of the appointment.

c. The Springfield College faculty member is a citizen, a member of a learned profession, and representative of an educational institution. When he speaks or writes as a citizen he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make clear that he is not expressing the official views of the College.

Article 8. Relation to Learned or Professional Societies

a. A member of the faculty is expected to be a member at his own expense of learned or professional societies in his field.

b. On recommendation of the Director of a Division or other appropriate administrative officer, the president may authorize the payment of membership and initiation fees in such learned professional societies.

c. It is the policy of the College to assist faculty members to attend the meetings of learned or professional societies which will contribute to their professional growth or through which the faculty member may contribute to Springfield College.

Article 9. Unit of Service

The unit of service for full-time employment of academic faculty is for the normal academic year of three terms (or a minimum of nine months), usually from the day after Labor Day through Commencement of the following year. The College reserves, however, the right to require the services of members any time after September 1. Attendance at the Faculty Institute in September and participation in Commencement are regarded as part of the normal responsibilities of a member of the faculty.

Article 10. Work Load

a. The diversity of assignments within a faculty is so great that a completely uniform policy of staffing assignments is virtually impossible, and it may be necessary for the individual faculty member to arrive at a mutually satisfactory arrangement of courses and hours with his Division Director and the Academic Dean. Guidelines are suggested as the basis for the determination of work load.

(1) The work load is approximately 8 semester hours of teaching per term or the equivalent.

(2) In addition, a faculty member is expected to hold regular office hours for student advisement, to serve on committees,

and perform such other duties as may be agreed upon in consultation with the Director of the Division or the Chairman of his Department.

Article 11. Compensation

a. The Compensation Plan is the officially adopted program of the Trustees of the College governing compensation of the faculty. It shall be long range in nature and consistent with changing economic conditions as they relate to the profession of education.

b. It is the policy of the College in administering the Faculty Compensation Plan to recognize the cost of living, length of service and merit in determining annual salaries.

c. The existing plan shall be evaluated annually by the Faculty Personnel Committee and modified when necessary in the best interests of the College and its faculty and approved by the Board of Trustees.

d. A copy of the plan shall be given to applicants and be available to the faculty at all times.

e. Salaries for persons on fiscal-year contracts will be established on the basis of the Faculty Compensation Plan in force using a ratio of 9:12 for conversion.

Article 12. Evaluation

Each division director in concert with his respective faculty will be responsible for the publishing of guidelines that define the expectations of faculty members in relationship to the College's philosophy, professional duties and conduct, general responsibilities within the College community, and community at large. The director of each division is then responsible for appraising faculty members within his division of the criteria and approach to be employed for the evaluation of their professional effectiveness. Once the evaluation has been completed each faculty member will be afforded at least one annual face-to-face conference with his department head and division director to review the evaluation before it becomes an official document in the faculty member's file and a part of the annual audit.

A written record of this conference signed by the participants will then be forwarded to the Academic Dean for the annual faculty audit, and a copy of this record will be given to the faculty member for his personal reference.

Article 13. Promotion

a. Promotion to a higher rank is not automatic after a specified period of service. Criteria which apply to all ranks for the purpose of promotion are: experience and skill in teaching; experience and competence in a professional field; service to school and community; personal qualifications; interest in the student as a person and effectiveness in helping him achieve his fullest capabilities; graduate degrees; publications; research achievements; implementation and embodiment of the special objectives of the College.

b. There will be an annual review of individual classification. Recommendations for promotion shall be made by the Directors of the Divisions to the Dean of Academic Affairs. His recommendations will be made to the President, who in turn will submit these recommendations to the Academic Affairs Committee of the Trustees. Both the Dean and the President will exercise their judgment with reference to the transmission of these recommendations.

Article 14. Tenure

a. It is the policy of the College to make possible continuity of service for those who qualify. The first five years of the full-time academic faculty member's service are probationary. The President, upon recommendation of the Dean of Academic Affairs and in consultation with the Faculty Personnel Committee, may shorten this probationary period to three years in the case of professors and associate professors. Evaluation shall be conducted in accordance with Article 12. After the faculty member is recommended for tenure, tenure shall be granted if:

(1) He has a rank of Assistant Professor or above.

(2) His prospects of continuing advancement in rank and salary are reasonably assured.

(3) The need and nature of the academic program insure continuing utilization of services.

b. A person holding the rank of Assistant Professor or higher and conforming to the conditions specified in Article 14, 1., 2., 3., above, once having an appointment to a sixth yea of service approved by the Board of Trustees has achieved the privileges of tenure. Persons holding ranks below Assistant Professor may be appointed from year to year without tenure even after five years but not exceeding seven years. Tenure rights earned by a person holding faculty rank may not be abridged by change of assignment to an administrative position. He has no tenure in the new assignment, but retains the right to return to the assignment in which he earned tenure. It is understood that major changes in educational policy or program or a serious financial crisis requiring drastic budget reduction may modify this general policy of continuous service. It is the College policy for the President to confer with the faculty in all such situations.

Article 15. Termination of Employment

a. When an individual has achieved tenure, he may be separated from the College upon approval of the Trustees' Academic Affairs Committee following recommendation of the President and Dean of Academic Affairs. Prior to any such recommendation, the faculty member shall be offered an opportunity for a hearing before the Faculty Personnel Committee.

b. Notice of separation shall be given in writing to the faculty member not later than February 1 except for item e. (2) below in which case no date is required.

c. A faculty member thus notified shall have the right of appeal for a hearing through the Faculty Personnel Committee to the Trustees' Academic Affairs Committee whose decision as far as the College is concerned, shall be final.

d. An individual thus appealing shall, at his request, be given in writing by the President of the College a statement of the grounds for separation.

e. Grounds for separation may include any or all of the following:

(1) Incompetence or incapacity to perform duties for which the individual was employed; (2) Moral delinquency; (3) Conduct or teaching prejudicial to the standards and purposes of the College; (4) Contingencies such as are enumerated in Article 14.

f. If, as provided above, a faculty member appeals for a hearing through the Faculty Personnel Committee, this Committee shall be

responsible for making an investigation. Upon completion of the investigation it shall report its findings and recommendations to the faculty member, the Academic Dean, and the President for possible transmission to the Academic Affairs Committee of the Board of Trustees.

g. The President may, if he deems it desirable, place a faculty member who is being separated on leave of absence with pay to the end of the contract year.

h. In the case of separation for cause during the academic year where no leave of absence has been granted, a member of the faculty shall be paid that part of his annual salary which is proportional to the period actually served.

i. A faculty member desiring to resign shall notify the President, through the Dean of Academic Affairs, of his intention at least two months prior to the effective date of the resignation.

j. Those persons who hold academic rank and who are issued 12-month contracts, who have accumulated leave up to four (4) weeks and who terminate their employment on June 30 are entitled to compensation for the equivalent amount of leave at the last rate of pay for the employee.

Article 16. Sabbatical Leave

a. The purpose of sabbatical leave at Springfield College is to provide faculty with rank the stimulus and opportunity to enrich their personal and professional resources through such activities as study, research, travel or writing.

b. The period of sabbatical leave may be for one, two, or three terms, or a calendar year, but there may be only one sabbatical leave granted after any six-year period.

c. A member of the faculty on sabbatical leave for three terms shall receive two-thirds of his salary for the academic year. If he is on leave for one or two terms he shall receive full salary for the period. Persons on fiscal contracts who take full year's sabbatical leave shall receive two-thirds of their annual salary. If a person on fiscal contract is on leave for three terms he shall receive three-fourths of his annual salary. This shall not affect the basic salary figure as used for computation for retirement fund payments.

d. A member of the faculty shall ordinarily be eligible for sabbatical leave after each six years of service at Springfield College and after he has attained the rank of professor, associate professor or assistant professor. The granting of leave shall depend on several factors:

(1) Refer to 16 a.

(2) Feasibility of making provision for his teaching and administrative responsibilities while absent in terms of on-going personnel and financing.

(3) Presentation of a request for sabbatical leave with an acceptable outline of the plan for use of the sabbatical leave.

(4) All other things being equal, the professor having waited the longest for sabbatical leave will be favored in the event there are more applications than available sabbatical leaves.

e. Applications shall be reviewed by the President and the Dean of Academic Affairs in light of faculty priorities and budgetary consideration. Final decisions on sabbatical leave shall be made by the Academic Affairs Committee upon recommendations submitted by the President and Dean of Academic Affairs after consultation with the Division heads.

f. Sabbatical leaves are granted with the understanding that the faculty member will return to Springfield College at the end of the sabbatical leave for at least one year.

g. Applications for sabbatical leave for any future year shall be submitted in writing to the Dean of Academic Affairs at any time but no later than November 1, preceding the academic year in which the leave, if granted, would take effect. The administration shall notify the applicant of the granting or refusal of the request not later than January 15.

Article 17. Leave of Absence

a. A leave of absence is permission granted to a faculty member for a specific period of time during which he may be legitimately absent from the College while continuing to be regarded as a faculty member.

b. Normally, this period of time will be not less than one term and will exceed one academic year only in exceptional cases.

c. It is understood that at the end of the leave of absence the faculty member shall return to the College at no less than the rank and salary at the time of his leaving and resume his responsibilities in his area of competence as determined by the Academic Dean, who will consult with the Director of the Division. It is understood that the individual will return to the College for at least an academic year regardless of other opportunities which arise during his leave, unless relieved by mutual agreement by the College and the individual.

d. A faculty member will not be entitled to his salary during a leave of absence. Fringe benefits will continue as follows:

(1) Relatively minor benefits, such as athletic tickets without charge, all-faculty dinners or picnics, and the like shall continue to be offered by the College as to all other faculty members.

(2) All items normally withheld from the faculty member's salary to which he alone contributes may be continued if he so elects by his paying the appropriate office the required amount.

(3) All benefits to which the College contributes in full or in part, and the faculty member part or none, may be continued by his paying the full amount, including that normally contributed by the College.*

(4) Free tuition for a son or daughter or spouse, either at Springfield College or elsewhere under the College Approved Tuition Exchange Plan will apply during leave of absence of faculty members. Free tuition for a spouse is limited to Springfield College.

e. All faculty on leave of absence will be governed by the Faculty Personnel Policy, with the exception that time while on leave of absence shall not count as earned time for tenure appointment or sabbatical leave.

* Health and Life Insurance benefits not covered by this section as of May 1972.

Article 18. Retirement

a. A faculty member may at his request retire at the end of the fiscal year in which he reaches his 65th birthday. Retirement will be required at the end of the fiscal year in which a member of the faculty reaches his 67th birthday. Under certain conditions such as chronic ill health or mutual advantage to College and to faculty members, retirement may be allowed after a member of the faculty reaches his 60th birthday.

b. All full-time members of the faculty are eligible to participate in a retirement fund approved by the College. Participation is required after five years of service. An authorized deduction of the individual's personal payment will be made by the College and forwarded to the indicated retirement fund with the College's participating payments made on behalf of the individual involved. Insofar as the individual retirement fund permits, accrued credit in the fund shall be transferred to the retirement fund elected elsewhere when a faculty member changes employment.

Article 19. Faculty Personnel Committee

An elected Faculty Personnel Committee shall serve as representative of the rights and interests of all members of the faculty on personnel matters and as consultant to the President and the Dean of Academic Affairs in such matters. The elected Faculty Personnel Committee shall have the power to request the President or Dean of Academic Affairs to call meetings of the faculty for the purpose of considering relevant matters.

Article 20. Election of Faculty Personnel Committee

a. The Faculty Personnel Committee shall consist of six members, each of whom will serve a three-year term. The terms of the committee members shall overlap. Two new members will be elected each year at the final faculty meeting of the year to replace the two members who have completed their three-year terms. In the election process the two candidates receiving the highest number of votes will be named to the committee. All members of the faculty are eligible for membership on the Faculty Personnel Committee except the President, Academic Dean, and the Division Directors. The Faculty Personnel Committee shall select three members to serve as a nominating committee for the election of new members each year. The nominating committee is encouraged to select nominees representing a cross section of the faculty.

b. If a vacancy should occur on the Faculty Personnel Committee, a special meeting of the faculty shall be called to elect a member to fill the vacancy for the completion of the term.

c. The Faculty Personnel Committee shall elect its own Chairman from the two senior members of the Committee. The senior member not selected for Chairman shall serve as Vice-Chairman. The Chairman and Vice-Chairman shall serve for one academic year in this capacity.

Article 21. Amendments

a. Amendments to this Personnel Policy may be initiated by the President, the Dean of Academic Affairs, the faculty, or by the Board of Trustees, acting through its Academic Affairs Committee. Amendments shall become part of the Personnel Policy upon approval of the

faculty and the Board of Trustees.

b. Any proposed amendment, wherever it originates, shall be submitted to the faculty via the Faculty Personnel Committee prior to the first meeting at which a vote is to be taken. Recommendations of the faculty receiving a majority vote at two consecutive meetings will be transmitted by the President, in consultation with the Dean of Academic Affairs, to the Academic Affairs Committee of the Board of Trustees. The Trustees shall inform the faculty through the President of any action taken and reasons therefor.

c. This policy, or any part of it may not be altered, amended, or rescinded except in accordance with Article 21.